

Job Description – Community Chef/Trainer



Responsible to	Community Engagement Team Leader
Salary	In the range £23,480 to £26,364 pro rata + 6% contribution to pension scheme
Hours of work	37.5 hours per week on a flexible basis to include some Saturdays and some evenings*. We will consider requests for part-time hours.
Place of work	Greener Kirkcaldy office, and community locations
Contract	Permanent after completion of probationary period.
Holiday	28 days holiday, plus 5 public holidays, per annum, pro rata
Requirements	The post-holder will be subject to a PVG check

About us

Greener Kirkcaldy is a community-led charity and development trust working on a local scale to benefit people and our environment. We moved to new premises at 8 East Fergus Place in March 2019 and launched The Lang Spoon Community Kitchen in April 2019.

The Lang Spoon Community Kitchen includes two kitchens:

1. The Lang Spoon Training Kitchen: where people come to take part in cookery courses and workshops
2. The Lang Spoon Production Kitchen: commercial kitchen for catering events in our Events Space, or for food producers to hire

The training kitchen is a fully equipped modern kitchen with 8 work stations. We offer courses and workshops on a large range of world cuisines and cooking skills such as bread making, baking, and lots more. We also offer training, volunteer and work experience opportunities, community meals and engagement with our community on healthy, sustainable food.

We minimise food waste and use produce that is local, seasonal and fresh. We have created the new post of Community Chef to join Greener Kirkcaldy's

Community Engagement Team

Job role

The Community Chef will have a key role in in coordinating and delivering food courses, workshops and events to a range of groups and paying members of the public. You will have a passion for and extensive experience of food and cooking. You will have experience of teaching and sharing skills both with beginner, and more experienced cooks wanting to improve their knowledge and try new recipes. You will have creative and enterprising ideas about the programmes we run and plan, and have the ability to grow our vision of a place for people to come together to grow, cook, eat and learn. Some familiarity with social enterprise would be helpful.

The postholder will take responsibility for the running of our Lang Spoon Community Kitchen ensuring food safety systems, stock control, equipment, kitchen use and kitchen hire are maintained to a high standard.

We are looking for a candidate that has experience of delivering programmes in a community or educational setting with a range of individuals, groups and members of the public from a range of backgrounds. You will support the Volunteer Coordinator to recruit, train and support volunteers. Experience of working with volunteers would be an advantage.

You will be required to demonstrate excellent organisational and communication skills, work well in a team and use your own initiative too. You will also support the Community Engagement Team to promote our programme on social media, and work with local partners.

Specific responsibilities

- Coordinate and facilitate food courses, workshops and events that engage all of our community.
- Liaise with Community Engagement Team colleagues to agree programmes and planning for activities.
- Responsible for systems and procedures that support the running of the kitchens in line with Environmental Health and Health and Safety regulations and maintain records.
- Work with colleagues to ensure the smooth running of events and programmes by developing programme materials and information and promotional materials.
- Setting up and tidying community kitchens before and after activities
- Support recruitment, training and retention of volunteers.
- Work with local partners to engage a wide range of groups and community organisations to promote participation in our activities.
- Attend local events and groups to promote the work of the project and programmes of activities.
- Assist in the development and implementation of monitoring and evaluation systems and reporting.

General responsibilities

- To work as part of the Greener Kirkcaldy team to promote and encourage understanding of environmental issues.
- To promote the values of Greener Kirkcaldy when working in the local community.
- To comply fully with the organisation's ethos, policies and procedures and relevant legislation.
- Engage with our community in a way that empowers local people to take ownership of their learning and adopt sustainable behaviour changes.
- To work and communicate effectively with other team members (staff, sessional workers and volunteers) to achieve goals.
- To work constructively and effectively with partners, groups and organisations.
- To provide an excellent participant experience.
- To report on the success of allocated tasks.
- To attend and contribute to team meetings and training courses.
- To undertake other duties in line with the job purpose.

*The nature of community work means that the post-holder will usually work 2 Saturdays and some evenings per month. We operate a monthly rota based on our event schedule and taking into account team members' availability. Greener Kirkcaldy operates a 'time off in lieu' policy, that is, you get compensatory time off rather than overtime pay for working out with office hours.

